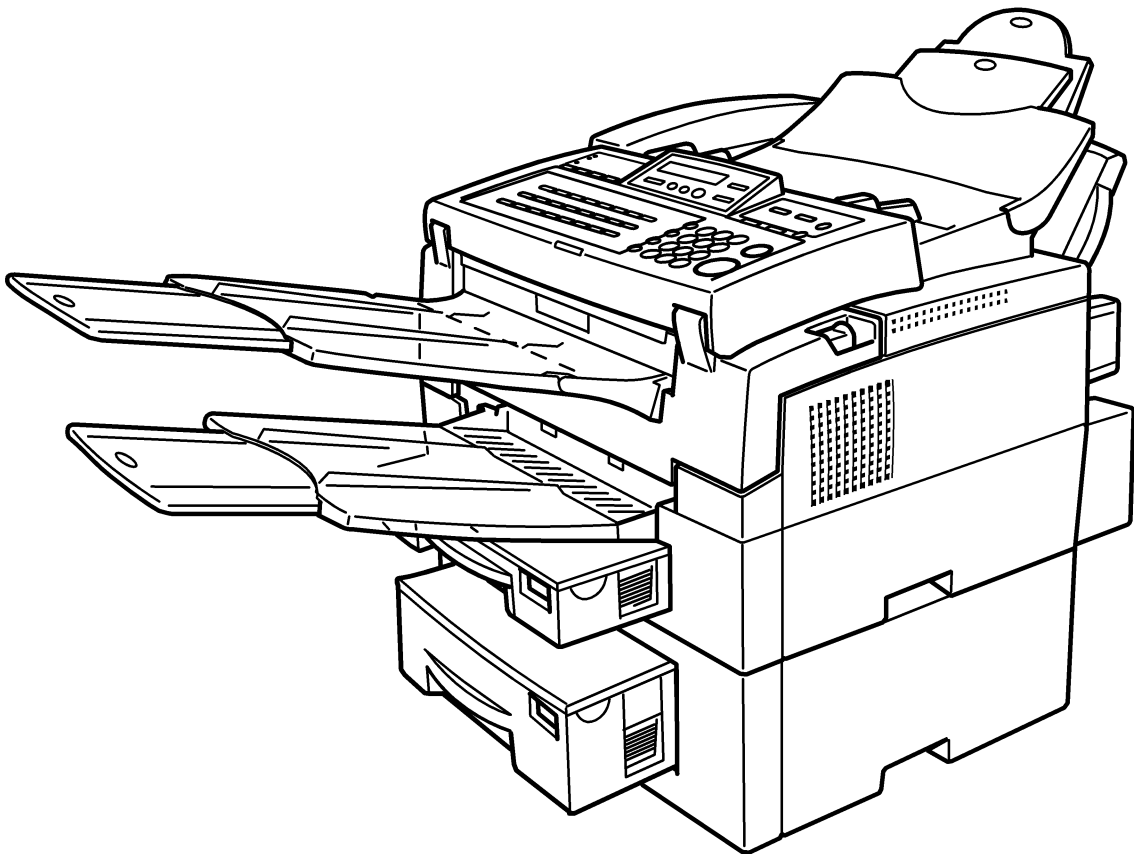


# **OPERATOR'S MANUAL**

## **<BASIC FEATURES>**

### **3740/9940**



Read this manual carefully before you use this product and keep it handy for future reference.  
For safety, please follow the instructions in this manual.

## SUPPLIES

**CAUTION** : Savin shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

SAVIN CORPORATION

Type for Savin 3740/9940

Printed in China

(S1404)

UE(USA) H535-8630

## **Introduction**

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

### **Notes:**

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

### **Laser Safety:**

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

### **Operator Safety:**

This machine is considered a CDRH Class I laser device, safe for office/EDP use. The machine contains a 5-milliwatt, 765 - 805 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanism have been designed to prevent any possible laser beam exposure to the operator.

### **Warning:**

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

### **Notes:**

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Savin recommends that you use genuine toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your office product.

## **Important**

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

### **Power Source:**

AC120V, 60Hz

Please be sure to connect the power cord to a power source as above.

## **Declaration of Conformity**

Product Name: Facsimile

Model Number: 3740/9940

Responsible party: SAVIN CORPORATION

Address: 333 Ludlow Street, Stamford, CT 06904

Telephone number: 203-967-5000

This device complies with part 15 of FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

## USA

### ◆ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the SAVIN CORPORATION at 1-203-967-5000 for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

### ◆ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

## CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

**I** means POWER ON.

**○** means POWER OFF.

# How to Read this Manual

---

## How to Read this Manual

---

---

### Symbols

---

In this manual, the following symbols are used:

#### **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

#### **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

\* The statements above are notes for your safety.

#### **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

#### **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

#### **Note**

This symbol indicates precautions for operation, or actions to take after misoperation.

#### **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

#### **Reference**

This symbol indicates a reference.

#### **Keys**

Keys built into the machine's operation panel.

# TABLE OF CONTENTS

<b>Manuals for this machine .....</b>	<b>1</b>
Basic Features (This Manual) .....	1
Advanced Features .....	1

## 1. Introduction

---

<b>Part Names.....</b>	<b>3</b>
<b>Operation Panel .....</b>	<b>5</b>
<b>Symbols and Conventions Used in This Manual.....</b>	<b>8</b>

## 2. Faxing

---

<b>Transmission Modes.....</b>	<b>9</b>
<b>Suitable Document Types.....</b>	<b>10</b>
<b>Memory Transmission and Immediate Transmission.....</b>	<b>11</b>
Memory Transmission .....	11
Canceling a Memory Transmission.....	13
Immediate Transmission .....	14
Canceling an Immediate Transmission .....	15
<b>Very Fine Detail Faxing.....</b>	<b>16</b>
Resolution .....	16
<b>Dialing.....</b>	<b>17</b>
Entering Numbers Directly .....	17
Entering Pauses.....	18
Switching to Tone Signals.....	18
Using Quick Dial.....	18
Using Speed Dial .....	19
Using Groups .....	20
<b>Reception Modes.....</b>	<b>22</b>
How to Select the Reception Mode.....	22

## 3. Setup

---

<b>Initial Settings and Adjustments.....</b>	<b>23</b>
Initial Settings.....	24
<b>Storing and Editing Fax Numbers.....</b>	<b>27</b>
Storing Quick Dial Numbers .....	27
Editing Quick Dial Numbers .....	29
Deleting Quick Dial Numbers .....	30
Printing a Quick Dial Key Label.....	31
Quick Dial Key Labels .....	32
Storing Speed Dial Numbers.....	33
Editing Speed Dial Numbers .....	34
Deleting Speed Dial Numbers.....	36

<b>Storing and Editing a Group of Fax Numbers .....</b>	<b>37</b>
Storing a Group of Fax Numbers .....	37
Editing a Group .....	40
Deleting a Group .....	43
<b>Entering Characters .....</b>	<b>46</b>
Entering Symbols .....	46
Wild Card .....	46

## **4. Troubleshooting**

---

<b>Loading Paper in the Main Paper Cassette.....</b>	<b>49</b>
<b>Adjusting the Volume and Sounds the Machine Makes .....</b>	<b>51</b>
<b>If an Indicator Lights on the Operation Panel.....</b>	<b>53</b>
<b>Communication Problems .....</b>	<b>54</b>
<b>Clearing a Document Jam .....</b>	<b>55</b>
<b>Clearing a Copy, Fax, or Print Jam .....</b>	<b>56</b>
Print Delivery Tray.....	56
Inside the Machine .....	56
Cassette Entrance.....	57
Upper Rear Unit .....	58
<b>Error Messages.....</b>	<b>60</b>
<b>Solutions to Common Problems.....</b>	<b>62</b>

## **5. Appendix**

---

<b>Options .....</b>	<b>67</b>
<b>INDEX.....</b>	<b>68</b>



# Manuals for this machine

This machine is provided with a Basic Features manual and an Advanced Features manual. Please consult the manual that suits your needs.

---

## Basic Features (This Manual)

---

The Basic Features manual explains the most frequently used fax functions and operations.

---

## Advanced Features

---

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

### ◆ Chapter 1 Transmission Options

Explains transmission features such as scheduling transmission for a specific time, setting personal codes, sending confidential documents; and storing documents for pick-up by polling transmission.

### ◆ Chapter 2 Communication Information

Explains how to obtain information about stored documents, confidential documents, and memory-locked documents; explains how to print the Journal.

### ◆ Chapter 3 Other Transmission Features

Discusses special dialing features, switching between G3 and G4 communication; and explains advanced transmission features such as broadcasting and batch transmission.

### ◆ Chapter 4 Reception Features

Explains various reception features. You can find out about receiving documents in telephone mode, and printing two pages of received documents on one page.

### ◆ Chapter 5 Copying

Read this chapter when you would like to know about copying operations and functions.

### ◆ Chapter 6 Facsimile User Tools

Explains about programming frequently used functions for Quick Dial Key and User Function Key.

### ◆ Chapter 7 Key Operator Settings

Explains a variety of settings that can be made by the fax machine's key operator to control and monitor usage of the machine. You can find out about setting up the phone line type, and how to store the Memory Locked ID and the Confidential ID.

❖ **Chapter 8 Troubleshooting**

Discusses troubleshooting topics such as printing the help list, clearing jams, and reading reports.

❖ **Chapter 9 Maintaining Your Machine**

Explains about loading paper in the optional bypass feeder, cleaning the rollers and scanner and so on.

❖ **Chapter 10 Installation**

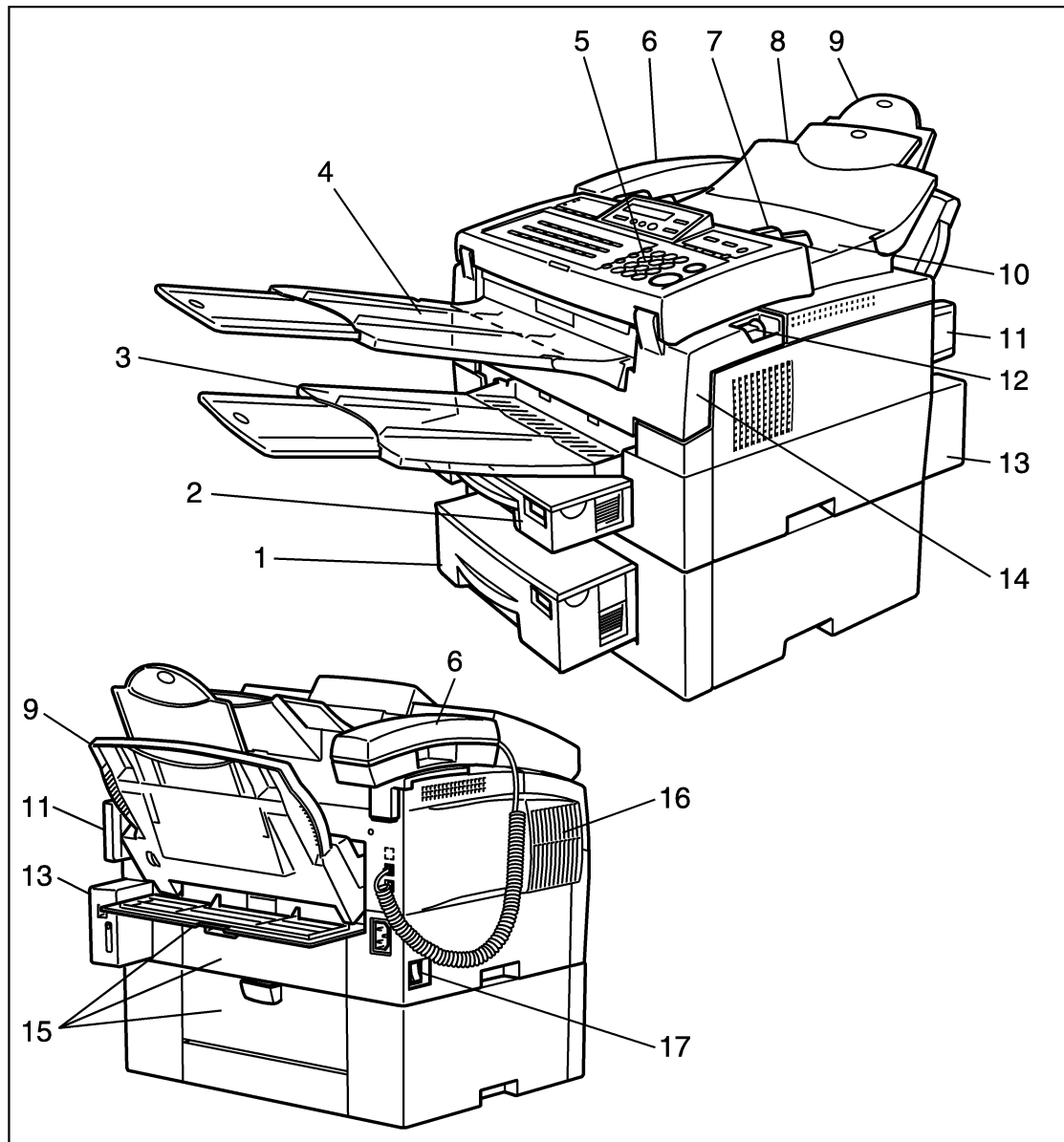
Explains installation considerations, connection to a telephone line, and connecting the power.

❖ **Chapter 11 Appendix**

Lists specifications and the machine's advanced communication features.

# 1. Introduction

## Part Names



ZCKH010N

### **1. Optional Second Paper Cassette**

The optional second paper cassette holds more paper.

### **2. Main Paper Cassette**

The main paper cassette holds copy paper.

### **3. Print Delivery Tray**

Copies, incoming faxes, and prints are delivered here. The tray can be extended for large paper sizes.

#### **4. Document Delivery Tray**

Scanned documents are stacked on the document delivery tray.

#### **5. Operation Panel**

Key panel for operating the machine.

#### **6. Optional Handset**

#### **7. Document Guide**

Match the document guide to the size of your original documents.

#### **8. Document Table**

Document table holds up to 50 sheets which are fed one at a time. Place your original documents here.

#### **9. Optional Bypass Feeder**

Expands paper delivery capability to handle A4, Legal and F4 sizes.

#### **10. Auto Document Feeder (ADF)**

Set multi-page documents here to have them automatically scanned in one page at a time.

#### **11. Memory Card Cover**

Protects the machines optional memory card.

#### **12. Front Cover Release Lever**

Pull this lever to release the front cover.

#### **13. G4 Interface Unit**

Allows the fax machine to be connected for G4 (ISDN) communication.

#### **14. Front Cover**

#### **15. Rear Covers**

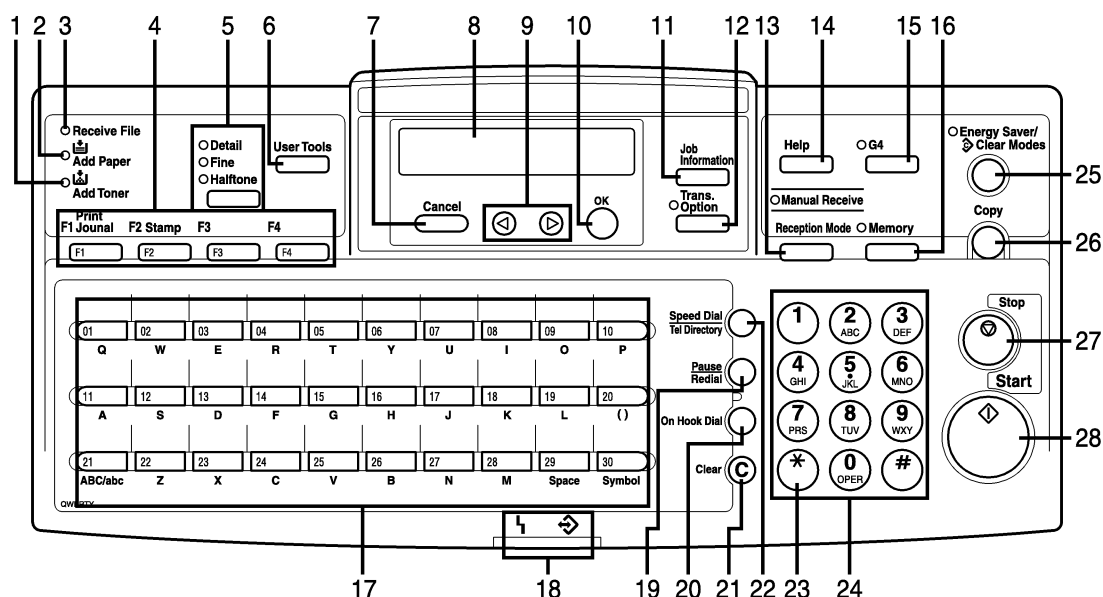
#### **16. Ventilation Port**

Provides ventilation for internal parts of the machine in order to prevent overheating.

#### **17. Main Switch**

The main switch turns your machine on and off.

# Operation Panel



ZCKS010N

## 1. Add Toner indicator

Blinks when toner is about to run out and lights continuously when toner has run out.

## 2. Add Paper indicator

Lights when a cassette is empty or the paper cassette is not fully inserted.

## 3. Receive File indicator

Lights when an incoming document is received into memory, and flashes when confidential or memory-locked document is received. (See P.53 "If an Indicator Lights on the Operation Panel").

## 4. User Function keys

There are four User Function keys.

Four User Function keys are provided to store frequently used functions and operations.

The following functions are registered by default:

Key	Function
F1	Prints a transmission management report.
F2	Switches stamping off/on.
F3	Not programmed
F4	Not programmed

## 5. 【Resolution】 key

Selects the scanning resolution or the halftone scanning mode. When the Detail mode, Fine mode, or Halftone mode is selected, the corresponding indicator lights. Standard mode is selected when no indicator is lit.

The Detail and Fine modes offer progressively higher scanning resolutions. The Halftone mode is used for faxing photographs or drawings that contain halftones.

## 6. 【User Tools】 key

Press to access User Tool Settings and customize various functions.

**7. [Cancel] key**

Press when you want to cancel an operation or return to the previous display.

**8. Control panel display**

Guides you through tasks and informs you of the status of the machine. Messages appear here.

**9. Scroll Keys**

Use these keys to move the cursor in the display, or to change the display.

**10. [OK] key**

Press to answer "Yes" to a question displayed on the display.

**11. [Job Information] key**

Press to search for information on a specific job.

**12. [Trans. Option] key**

Press to change the transmission option settings. The indicator lights when option settings are changed.

**13. [Reception Mode] key**

Press to select the reception mode. When the Manual Receive indicator is on, Manual Receive is selected.

**14. [Help] key**

Press the Help key when you want to print a help list.

**15. [G4] key**

When the optional G4 unit is installed, press to select G3 or G4 mode. When the indicator is lit, G4 is selected.

**16. [Memory] key**

Press to select Immediate Transmission. When the Memory indicator is not lit, Immediate Transmission is selected, and when the indicator is lit, Memory Transmission is selected.

**17. [Quick Dial] keys**



There are 30 Quick Dial keys. Use them to store individual fax numbers (see P.27 "*Storing and Editing Fax Numbers*"), or to enter characters (see P.46 "*Entering Characters*"). In addition, you can use the Quick Dial keys to register functions such as groups, programs, and auto documents.

You can select either a QWERTY keyboard layout (as shown in the illustration) or an ABC layout. See Chapter 7, "Key Layout" in the Advanced Features manual.

When attaching the Quick Dial label, make sure you remove the Quick Dial cover (transparent).

**18. Status Indicators**

These indicators keep you informed about the current status of the unit.

-  Alarm  
When the alarm indicator flashes, check the display and read the message to identify a problem (such as paper jam or open cover).
-  Communicating  
Lights during fax transmission or reception.



**19. [Pause/Redial] key**

Inserts a pause when you are dialing or storing a fax number, or redials the last number dialed when pressed by itself. (The redial feature does not work once you have started dialing a new number.)

**20. [On Hook Dial] key**

Press to dial a phone call from the keypad without lifting the external telephone or taking the handset off the hook (if the machine is equipped with the optional telephone or handset).

**21. [Clear] key**

Press to delete the last character or digit entered, or press  or  to move the cursor, and then press the [Clear] key to delete whatever is at the cursor.

**22. 【Speed Dial/Tel Directory】 key**

Press when you want to use the Speed Dial or Telephone Directory feature.

**23. 【\*】 (Tone) key**

If your telephone line uses pulse dialing, press this button to switch temporarily to tone dialing if you want to use telephone services that utilize telephone touch tones.

**24. Number keys**

Use the number keys to dial fax numbers, to enter the number of copies, and so forth.

**25. 【Energy Saver/  Clear Modes】 key**

Energy Saver: Hold down for 2 seconds to select or deselect energy saver mode. When the machine is not used or no data is received for a fixed period, the machine goes into energy saver mode automatically.

Clear Modes: Press to clear any selected settings and return the machine to its previous condition.

**26. 【Copy】 key**

Press to copy the document currently loaded in the feeder.

**27. 【Stop】 key**

Stops transmissions or document scanning, reception, and long copy runs. The machine finishes printing out the current page, then stops.

**28. 【Start】 key**

Press to start transmission, copy operation, or output of reports.

# Symbols and Conventions Used in This Manual

**1**

## ◆ Documents:

A document is anything you put on the document table of your machine, whether you are faxing it or copying it.

## ◆ Prints:

A print is anything that comes out of the machine, whether: a received fax or a copy you made.

## ◆ Procedures:

Procedures are described step by step. Perform them in order. When you see a display, it always shows what comes after performing the step it accompanies. Other illustrations accompanying steps help you find the right key or handle, or show you how to perform the step.

**1** This is a step in a procedure.

THIS CORRESPONDS TO THE PANEL DISPLAY.
---

## Transmission Modes

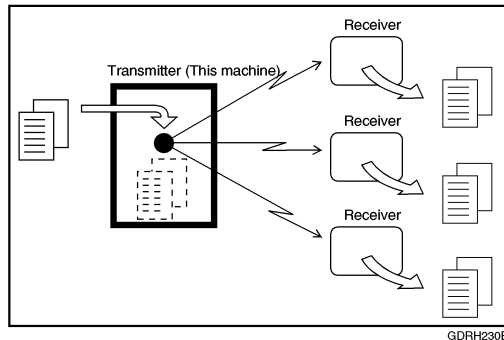
There are two types of transmission.

### ◆ Memory Transmission

When a fax document is stored in memory, then transmission starts automatically.

It is convenient when you would like to take documents back in a hurry.

You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.



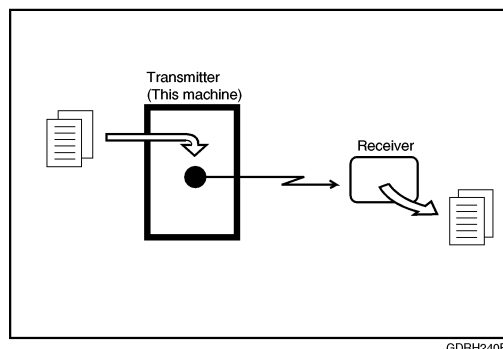
### ⚠ Important

- ❑ If there is a power failure, the power switch is turned off, or the plug is pulled out for more than 1 hour, all documents stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted documents. See Chapter 8 "Power Failure Report" in the Advanced Features manual.

### ◆ Immediate Transmission

The machine dials immediately, and transmits the fax while scanning.

It is convenient when you would like to send a document immediately, and would like to check whether you have successfully connected with the other party's fax machine. A fax document is not stored in memory.



## Suitable Document Types

Never load damaged originals in the ADF (Auto Document Feeder) for scanning. Always check the stack of originals before loading.

2

- Always check the sheets and remove staples, pins, paper clips, or any other type of fasteners.
- If the sheets are curled or folded, flatten them.
- Separate all the sheets to ensure that they will not jam or double feed during scanning.
- If the sheets are heavily creased, torn, punched with holes for binding, or patched together with tape, make copies and then load the copies in the ADF.
- Before loading a stack of originals, make sure that they are all the same size. Do not mix sheets of different sizes.
- Before loading a stack of originals, always fan them to remove static cling.
- To protect fragile or legal documents from damage due to document jams, copy such documents and then load the copies for scanning.

### Important

- ❑ Never place the following types of originals in the ADF:
  - Sheets marked with crayon, paint, charcoal, or soft pencil.
  - Sheets pasted up with tape or glue.
  - Specially treated paper, including thermal paper, OHP sheets, vinyl sheets or film, waxed paper, carbon paper, deed paper, or paper treated with silicone oil.
  - Paper that is not perfectly dry. If documents have ink or correction fluid that is still wet, all them to dry thoroughly before loading them into the ADF.

# Memory Transmission and Immediate Transmission

## Memory Transmission

Memory Transmission is convenient because:

- Fax documents can be scanned much more quickly. Your scanned document is stored in the memory, and then sent automatically, meaning you do not have to wait for your document to send.
- While your fax document is being sent, another user can operate the machine (people do not have to wait long to use the fax machine).
- You can send the same document to more than one place with the same operation.
- There are two kinds of Memory Transmission: Parallel and Normal. Parallel Memory Transmission is the default. See Chapter 3, "Parallel Memory Transmission" in the Advanced Features manual.

### ! Limitation

- ☐ If 0% is displayed, you cannot perform Memory Transmission. Send your document using Immediate Transmission.

### Note

- ☐ If your document jams while it is being scanned, press the **[Stop]** key, and then refer to P.55 "Clearing a Document Jam" for instructions on how to safely remove the original.

- 1** Make sure that the machine is in standby mode.

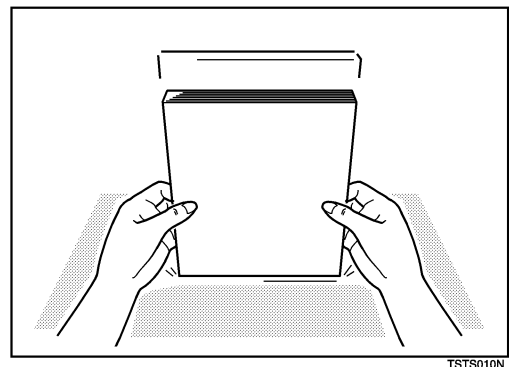
The display should look like this:

```
Ready    100% 02:39PM
Set Orig./ Enter No.
```

### Note

- ☐ If the display is blank, press the **[Energy Saver]** key to exit Energy Saving mode.

- 2** Fan your document stack (maximum: 50 pages, 20 lb) to make sure all pages are loose, and then tap the edges to square the stack.



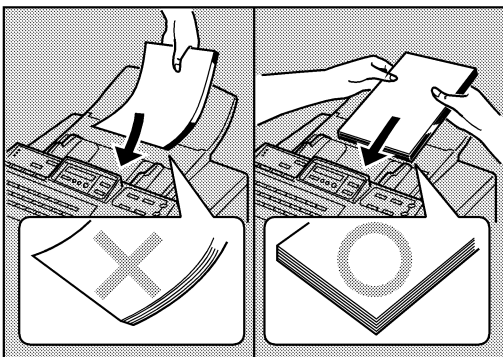
### ! Limitation

- ☐ All pages set in the feeder must be of the same size.

- 
- A line drawing of a copier with a document being inserted into the top feeder. A large black arrow points to the document, indicating the insertion point.

ZCKY010N


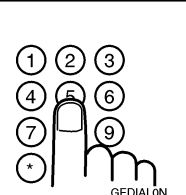
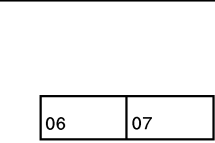
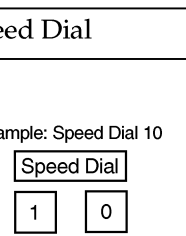
- ❑ You can dial before you set the document. Place the document after you dial the number and go to step **7**.
- ❑ Set your document straight in the feeder. If you set more than 15 sheets, make sure the leading ends of the documents are even.



ZCKY800N

- Ready 100% 02:39PM  
Enter Fax Number

- 6** Dial the number in one of the following ways.

	
<p>Number keys</p> 	<p>Quick Dial</p>  <p style="text-align: right;">GFDIAL1N</p>
<p>Speed Dial</p> 	<p>Group</p> <p>Example:</p> <p>Method <sup>*1</sup> Quick Dial key 08.</p> <p>Method <sup>*2</sup> <b>[F4]</b> key and 1 number key.</p>

- \*1 In this example, Group Dial is programmed in Quick Dial 08.
- \*2 In this example, the **[F4]** key is programmed as the Group key, and Group dial number 1 is programmed.

- ❑ If you want to erase a digit of the phone number, press the **【Clear】** key.
- ❑ The number of pages that you can store in memory depends on the original document images and the scan settings. You can store up to 160 standard pages (ITU-T No.1 chart, Resolution: Standard, halftone mode: off).

Programming Quick Dial: see P.27 “Quick Dials”.

Programming Speed Dial: see  
P.27 "*Speed Dials*".

Programming Group Dial: see P.37 “*Storing and Editing a Group of Fax Numbers*”

Programming Group key: see P.37 “Programming groups in the {Group} key”

**7** Press the **[OK]** key to enter another fax number.

```
Dest.2      OK to Add
9876543210_#####
```

 **Note**

- ❑ Repeat steps **6** and **7** until all destinations are entered.
- ❑ If you enter only one destination, press the **[Start]** key.
- ❑ The machine stores your message and dials the first number (or, if you selected Send Later, it will return to standby mode and the fax document will be sent at the time that you selected).

**8** Press the **【Start】** key.

The machine dials the other party's number.

0123456789  
File No.001 P.001

 **Note**

- ❑ If the other party's line is busy, your machine will redial.
- ❑ If the other party's fax machine answers, both machines connect and your machine sends the document. The other party's Own Name or Own Fax Number appears on the upper line.
- ❑ If your line goes through a local switchboard (a PBX) remember to dial the exit code. Press the **【Pause】** key immediately after the code. If the number includes a country code, press the **【Pause】** key after the country code, and then dial the rest of the number. Pauses are displayed as a dash (-) on the display.

The File number. is used for managing documents in memory, and is required when canceling transmission of a document or printing out its contents.

## Canceling a Memory Transmission

### Before the 【Start】 key is pressed

- 1** Press the **[Stop]** key or **[Clear Modes]** key, or remove the document set in the feeder.

**While the document is being scanned in**

- 1** Press the **【Stop】** key.

All parts of the document that have been scanned in are cleared.  
Confirm and press the **[OK]** key.

## During transmission

- 1 Confirm the destination.**

The destination name or fax number for the current transmission is displayed.

- 2** Press the **【Stop】** key.

Cancel Trans.?  /OK  
[Yes] No

- 3** Confirm and press the **[OK]** key.

Transmission is canceled.

## While the document is awaiting transmission

### ! Limitation

- ☐ Pages already being sent to the destination cannot be canceled, even if you cancel the transmission. The transmission may be sent before you can cancel it, even if you start canceling the transmission before it is fully sent.

- 1** Press the **[Job Information]** key, and confirm that "1. Cancel TX/RX" is displayed.

```
Job Information
1.Cancel TX / RX  ⏏
```

- 2** Press the **[OK]** key.

```
File No. To Cancel
No. [■■■■] (Browse ⏏)
```

- 3** Display the file you want to delete.

Enter the file number with the number keys, or search using ⏴ or ⏵.

If you are unable to find the file, it has already been sent.

```
Cancel File?  ⏏/OK
No.005
```

- 4** If the document you want to delete is displayed, press the **[OK]** key.

```
Cancel?  ⏏/OK
[Yes]   No
```

- 5** Confirm and press the **[OK]** key.

```
Trans.Cancelled
File Deleted
```

## Immediate Transmission

Immediate Transmission is convenient when:

- You wish to send a document immediately as it is scanning.
- You wish to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the **[Start]** key. The message is scanned and transmitted page by page without being stored in memory.

### 📌 Note

- ☐ You can only specify one destination for Immediate Transmission.

- 1** Make sure that the machine is in standby mode.

The display should look like this:

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

### 📌 Note

- ☐ The Memory indicator should be out. If the Memory indicator is lit, press the **[Memory]** key.

- 2** Place the document facedown in the feeder.

```
Ready 100% 02:39PM
Enter Fax Number
```

### 📌 Note

- ☐ Do not load more than 50 pages into the feeder at one time.
- ☐ You can set the document at any point up until you press the **[Start]** key.

**3** Dial the other party's number.

```
Dest.    Press Start
0123456789_|||||
```

If you want to erase a digit of the number, press the **[Clear]** key and enter the correct number.

**4** Press the **【Start】** key.

```
0123456789
Dial in£...
```

The machine dials and connects to the other party's machine. The number that you dialed and the other party's Own Name or Own Fax Number is displayed.

After the transmission, the machine returns to standby mode.

 **Note**

- ❑ If you install the optional handset or an external telephone, you can send the document manually. Simply pick up the handset and dial.

## Canceling an Immediate Transmission

### Before the 【Start】 key is pressed

**1** Press the **【Stop】** key or **【Clear Modes】** key.

If a document is set in the feeder,  
remove it.

### While dialing or during transmission

**1** Press the **【Stop】** key.

However, the part that has already been scanned is sent to the other party. After you have canceled the transmission, remove the document from the feeder.

# Very Fine Detail Faxing

To ensure that text, diagrams and images stand out clearly in your document, the machine automatically detects the image density and makes adjustments.

However, if you need to send a document which requires optimum clarity, select the resolution setting appropriate to your needs.

You can select different settings for each page of your document. Simply change the settings for page 2 while page 1 is being scanned.

## ❗ Limitation

- ❑ High resolution images and text are scanned into the machine. If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution supported by the other party's machine. This machine can send documents in Standard, Detail, and Fine resolution. It can receive documents in Standard and Detail resolution.

## Resolution

The **【Resolution】** key gives you control over document quality. The indicators above the button show the current setting. Choose a setting that matches your document.

### ◆ Standard:

Standard quality. Use for most printed or typewritten documents. This is selected when the other resolution indicators are not lit.

### ◆ Detail :

High quality. Use for documents with small print or fine details. Detail resolution is twice the clarity of Standard resolution.

### ◆ Fine :

Very high quality. Use this for high quality reproduction. Fine resolution is four times the clarity of Standard resolution.

### ◆ Halftone:

Use this for optimum quality if your document contains photographs or diagrams with complex shading patterns or gray tones. If you choose this setting, resolution will automatically be Detail.

### 📝 Note

- ❑ You can confirm the resolution for previously sent documents in the Journal.
- ❑ Faxing at a higher resolution requires more time. Frequent use of high resolution could cause an increase in your phone bill, especially for long distance transmissions.
- ❑ There are two methods for sending documents that contain photographic images - Image priority and Speed priority. If you select Speed priority, you can send your image faster, but the quality of the image may be inferior to when sending with Image priority. See Chapter 7, "User Parameters" (switch 10, bit 7) in the Advanced Features manual.

# Dialing

The number keys, Quick Dial, Speed Dial, and Group dial can all be used for dialing.

## Entering Numbers Directly

Enter numbers directly using the number keys (1234567890\*#) on the right side of the operation panel. Press the **[Pause]** key or **[\*]** (Tone) key to enter a pause or tone.

### Note

- ☐ Maximum length of a fax number: 254 digits.
- ☐ Maximum number of documents that can be stored for Memory Transmission: 100
- ☐ Maximum number of destinations per Memory Transmission: 140
- ☐ The combined total number of destinations that can be stored is 300. However, only 197 destinations can be specified if all of the destinations specified are different.
- ☐ The maximum destinations you can specify with the number keys is 67. However, this limitation is subject to memory capacity.

**1** Make sure that the machine is in standby mode.

**2** Carefully place your document into the document table and select any settings you require.

```
Ready    100% 02:39PM
Enter Fax Number
```

**3** Enter the number with the number keys.

### Note

- ☐ The number you entered appears in the display.
- ☐ If you want to enter another destination, press the **[OK]** key and repeat step **3** above.
- ☐ If you make a mistake, press the **[Clear]** key and try again.
- ☐ You can enter a pause, tone, or dial options.

### Reference

Pause: see P.18 "Entering Pauses".

Tone: see Chapter 3, "Tone Signals" in the Advanced Features manual.

**4** Press the **[Start]** key.

```
0123456789
File No.001    P.001
```

## Limitations when dialing with the number keys:

- Destinations entered with the number keys are stored in the machine's internal memory (separate to document storage memory) until they have finished sending. You can store up to 67 destinations for Memory Transmission (including Polling Reception), Transfer Stations and End Receivers when making Transfer Requests, and Groups. (Quick Dials and Speed Dials are not included.) Example: If 60 destinations have already been registered with the number keys for Groups, you can register another 7 destinations for Memory Transmission with the number keys.
- The remaining memory for storing documents appears in the display. Because destinations are stored in a different memory, the remaining memory in the display does not change when you store new destinations.

## Entering Pauses

When dialing an outside line through a PBX, you must enter a number, such as "0", at the beginning of the number, and it may take a moment after you have dialed the number before a connection is made to an outside line. If this occurs, enter a pause after the "0". If you enter a pause, a 2-second pause is inserted before the outside number is dialed.

### Note

- ❑ A pause is shown as a "-" character on the display.
- ❑ You can enter a pause in numbers stored in Quick Dials and Speed Dials.

### Limitation

- ❑ You cannot enter a pause at the beginning of a fax number

## Switching to Tone Signals

This feature allows a machine connected to a pulse dialing line to send tone signals (for example if you want to use a special service on a tone dialing line). For details on basic services, please contact your service representative. This feature is not necessary with a Tone dialing line. See Chapter 3, "Tone Signals" in the Advanced Features manual.

## Using Quick Dial

You can specify destinations simply by pressing the Quick Dial.

You must program the destination's fax number in a Quick Dial beforehand.

Additionally, you can store a name for the destination in Quick Dials.

### Note

- ❑ To store, edit, or delete a Quick Dial, see P.27 "*Storing and Editing Fax Numbers*".
- ❑ To check the contents of all Quick Dials, print the Quick Dial list. See Chapter 6, "Lists You Can Print Out Yourself" in the Advanced Features manual.

**1** Make sure that the machine is in standby mode.

**2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready    100% 02:39PM
Enter Fax Number
```

- 3** Press the Quick Dial that is programmed with the destination.

```
Dest.1      OK to Add
001 ABC COMPANY
```

 **Note**

- ☐ When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.
- ☐ If you want to enter another destination, press the **[OK]** key and repeat step **3** above or enter a number manually.
- ☐ When dialing another destination using a Quick Dial, you do not need to press the **[OK]** key.
- ☐ If you make a mistake, press the **[Stop]** key, and the display will return to that in step **2**.

- 4** Press the **[Start]** key.

```
ABC COMPANY
File No.001      P.001
```

## Using Speed Dial

You can specify destinations simply by pressing the **[Speed Dial]** key and a Speed Dial code (00 to 99).

You must store the destination's fax number in a Speed Dial beforehand. Additionally, you can store a name for the destination in Speed Dials.

 **Note**

- ☐ To store, edit, or delete Speed Dial entries, see P.27 "Storing and Editing Fax Numbers".
- ☐ To check the contents of all Speed Dials, print the Speed Dial list. See Chapter 6, "Lists You Can Print Out Yourself" in the Advanced Features manual.

- 1** Make sure that the machine is in standby mode.

- 2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready      100% 02:39PM
Enter Fax Number
```

- 3** Press the **[Speed Dial]** key.

```
Speed Dial:Enter No.
[0-9]
```

- 4** Using the number keys, enter the Speed Dial number (00 to 99) that is programmed with the destination.

```
Dest.1      OK to Add
000 DEF COMPANY
```

 **Note**

- ☐ When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.
- ☐ If you want to enter another destination, press the **[OK]** key and repeat steps **3** and **4** above.
- ☐ If you make a mistake, press the **[Stop]** key, and the display will return to that in step **2**.

- 5** Press the **[Start]** key.

```
DEF COMPANY
File No.001      P.001
```

## Using Groups

You can store multiple destinations as a single Group and simply specify a particular Group.

You must store the destinations' fax number in a Group beforehand.

Additionally, you can store destination names and a Group name in Groups.

### ⚠ Limitation

- ❑ Quick Dials programmed with Groups cannot be used for any other function.
- ❑ You cannot use Immediate Transmission to send Groups. You can only use Memory Transmission.

### 📝 Note

- ❑ To store, edit, or delete Groups, see P.37 "Storing and Editing a Group of Fax Numbers".
- ❑ To check the contents of all Groups, print the Group Dial list. See Chapter 6, "Lists You Can Print Out Yourself" in the Advanced Features manual. The method for specifying Groups differs according to the way they were programmed.
  - When programmed in a Quick Dial: Press the Quick Dial.
  - When not programmed in a Quick Dial: First, Program the Group function in a User Function key. When you want to specify a destination, press the Group key, and then press the Group number. (See Chapter 6, "User Function Keys" in the Advanced Features manual.)
- ❑ You can program the Group function in User Function keys **[F1]** to **[F4]**. (See Chapter 6, "User Function Keys" in the Advanced Features manual.)

## When specifying a Group with a Quick Dial

Make sure that the Memory indicator is lit, and if it is not lit, press the **[Memory]** key to light it.

- 1** Make sure that the machine is in standby mode.
- 2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready    100% 02:39PM
Enter Fax Number
```

- 3** Press the Quick Dial that is programmed with the destination.

```
Dest.1    OK to Add
001:GP.D1 GROUP 1
```

### 📝 Note

- ❑ If you want to specify another Group, press the **[OK]** key, and then repeat step **3** above.
- ❑ If you make a mistake, press the **[Clear]** key, and the display will return to that in step **2**.

- 4** Press the **[Start]** key.

```
Storing...Memory 99%
File No.001      P.001
```

### When specifying a Group with the Group key

Confirm that the Memory indicator is not lit, and if it is not lit, press the **[Memory]** key to light it.

#### Note

- ☐ Before using the **[Group]** key, you must program the Group function in a User Function key. (See Chapter 6, "User Function Keys" in the Advanced Features manual.)

**1** Make sure that the machine is in standby mode.

**2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready    100% 02:39PM
Enter Fax Number
```

**3** Press the User Function key programmed with the Group function.

```
GROUP Dial:Enter No.
[GP.D_]
```

**4** Enter the Group number (1 to 7) with the number keys.

```
Dest.1    OK to Add
G1 GROUP 1
```

#### Note

- ☐ If you want to specify another Group, press the **[OK]** key, and then repeat step **3** above.
- ☐ If you make a mistake, press the **[Clear]** key, and the display will return to that in step **2**.

**5** Press the **[Start]** key.

```
Storing...Memory 99%
File No.001      P.001
```

# Reception Modes

The machine can treat incoming fax documents and telephone calls in two ways.

## ❖ Manual Receive

Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax documents or telephone calls. You must manually hit the **[Start]** key to receive a fax.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times. The Manual Receive indicator is lit when the machine is in this mode.

## ❖ Auto Receive

Use this mode if you have a dedicated fax line. The machine assumes all calls are fax documents. It will ring once to alert you of an incoming call, and then starts receiving.

## How to Select the Reception Mode

The Manual Receive indicator is lit when the machine is in Manual Receive mode. To switch to a different mode, follow the steps below.

- 1 Press the **[Reception Mode]** key.

```
Reception Mode  ⬅➡/OK
[Auto Sense]
```

- 2 Press **⬅** or **➡** to select the reception mode.

```
Reception Mode  ⬅➡/OK
Manual Receive
```

- 3 Press the **[OK]** key.

```
Ready    100% 02:39PM
Set Orig./ Enter No.
```